1985

PPGCC

By-Laws

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to

Revised Sept. 1982
Revised Sept. 1983
Revised Sept. 1984

BY-LAWS OF THE PIKES PEAK GAY COMMUNITY CENTER
Colorado Springs, Colorado

Article I
NAME & PURPOSE

The name of this non-profit corporation shall be the Pikes Peak Gay Community Center. The purpose of this corporation shall be one of service and education for the lesbians and gay men as well as the larger community, and shall concern itself with the health and human development of its members.

Article II
SEAL

The seal of the Pikes Peak Gay Community Center of Colorado Springs shall set forth its name, the date of its organization, and state of its incorporation.

Article III
GOVERNING POLICY

It is the governing policy of this corporation that members acting at a legally called meeting are the ultimate authority in all matters.

a) This corporation shall be governed by the By-Laws and amendments thereto, Board Policies and Procedures, and applicable State and Federal laws.

Section 1

The following matters are reserved to the exclusive jurisdiction fo the General Membership:

a) election of the members of the Board of Directors of PPGCC
b) adoption of amendments to the By-Laws
c) dissolution of the corporation, and disposition of all assets and debts at that time as provided for in Article XII.

Section 2

The following powers may be exercised by eithher the members or by the Board acting in their behalf:

a) removal of members of the Board who fail to perform their duties satisfactorily as specified in Article VII, Section 1, subsection "E"
b) removal from the membership roll of any member as specified in ArticleV, Section 1, subsection "B"
c) the establishment of policies and procedures as are deemed necessary to carry on the business of this corporation.

Article IV
LOCATION

The office of this corporation shall be considered a post office box until such time as the Board of Directors obtains actual space for the corporation. The Board of Directors may at any time change the location of the principal office within the service area.

Section 1

The Pikes Peak Gay Community Center (thereafter the Center) shall serve the following cities, towns and unincorporated areas:

Colorado Springs, (including Broadmoor, Security, Widefield, Black Forrest, Air Force Academy, and rural El Paso County), Manitou Springs, Cascade, Chipita Park, Green Mountain Faalls, Cripple Creek, Divide, Floressant, Fountain, Lake George, Monument, Palmer Lake, Peyton, Rush, Victor, and Woodland Park.

a) Services of the Center shall be availabel to members and non-members alike.

Article V
MEMBERSHIP

Section 1

There shall be one class of members which shall be called the GENERAL MEMBERSHIP.

a) It shall be the responsibility of the members to keep the Center informed of any address change, or desire to disassociate from membership.
b) Members shall be removed from the membership roll if they fail to respond to written or verbal communication concerning membership status.

Section 2

A member shall be any person of good will, 16 years of age or older, or any gay social, political, religious organization, or business. Said members, organizations, or businesses shall pay an ammual membership fee, or on the basis of a limited income, of the equivalent in services to the Center as agreed upon by the Board of Directors.

a) The Board of Directors mau, for good cause, and at its discretion waive any part, or all, of the above requirements for elgibility as a member for any individual, organization, or business who(which) dose not or cannot meet the requirements. Said exceptions shall be governed by any laws pertaining theretol
b) The membership records shall be open only to the Board of Directors, and the Newsletter editor/staff.

Article VI
MEETINGS OF THE MEMBERSHIP

Section 1

Regular--- The General Membership shall meet at such places as the Board of Directors may designate on an annual basis. The Board of Directors shall attend all General Membership meetings and the President of the Board shall chair the meeting with no vote. Failure of a Board member to attend any such meeting shall not invalidate that meeting.

In the event the President of the Board is unable to attend a General Membership meeting, the Vice-President shall preside, followed by the Secretary/Treasurer, the Helpline Coordinator, Newsletter Editor, and Speakers Bureau Coordinator in that order.

Special--- A member may call a meeting of the General Membership other than the annual meeting by a petition of fifteen percent (15%) of said membership. Such petition shall state the grounds for calling the meeting and the proposal agenda. The petition and agenda shall be presented to the Board Secretry/Treasurer nd the meeting shall be held within thirty(30) days of the verification that the signators are valid members. The cost for mailing notifications for the special meeting shall be shared by those persons signing the petition.

a) Notification-- Proper notification of any meeting of the General Membership shall be given to each member by written notice to the address of record, to be postmarked no later than fourteen (14) days prior to the meeting date. The proposed agenda shall be included in the notification.

Section 2

Quorum--- Fifteen percent (15%) of the membership in good stnading shall constitute a quorum for a legally called meeting.

Passing of Motions--- Motions made at a legally called meeting shall be passed by a simple majority, unless otherwise noted in these By-Laws.

Rules of Procedure--- Robert's Rules of Order shall be utilized in conducting legally called meetings.

Article VII

BOARD OF DIRECTORS

The Center Board of Directors shall consist of six (6) members in good standing and a majority of the Board (4) shall constitute a quorum for the trnasaction of business.

a) Both men and women shall be represented on the Board.
b) Gay sopcial, political, religious organizations, or businesses who join the Center may elect a Board representative/liaison person who shall participate in all Board decisions and have the same voting status as Center Board members.

Section 1

Powers and Duties of the Directors--- Subject to the powers of the members as provided by law or as herein set forth, all corporate powers of this organization shall be exercised by the Board of Directors. Without limiting the generality of the foregoing, the Board of Directors shall have tyhe following powers:

a) to select and remove all officers, agents, and employees of the Center, prescribing such powers, duties and limits for them as may not be inconsistent with the law or these By-Laws.
b) to conduct, manage, and control the affairs and business of the Center , and to make such rules and regulations therefore not inconsistent with the law or these By-Laws.
c) to change the principal office for the transaction of the business of the corporation from one location to another within the service area; to designate any place within the service area for tyhe holding of any meeting, and to adopt, make use a corporate seal and to alter the form thereof from time to time as in their judgement they deem best, provided such seal shall at all times comply with the provisions of the law and these By-Laws.
d) to borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidence of debt and securities thereof.
e) tyo disqualify, by a vot of not less than four (4) Board members any individual Board member. Grounds for disqualification shall be limited to absence from three (3) consecutive Board meetings without notification to the Board President of the specific reasons for each absence. The Board is authorized

to determine whether reasons given for the absences are grounds for disqualification.

f) to appoint, by vote of not less than four (4) Board members, interim Board members to fill any vacancies. The duration of the interim appointment is limited to the period of time lapsed between appointment and the next regular meeting of the General Membership. However, no appointment shall be made if the duration of the apointment is less than two (2) weeks.

Section 2

Regular meetings of the Board of Directors--- Regular meetings of the Board shall be held at least once a month at a time and location designated by the Board.

a) Special meetings of the Board of Directors for and purpose(s) shall be called at any time by the President or by any four (4) Board members. Written notice of the time, and grounds for calling, place and the proposed genda shall be delivered personally to each Board member or sent to them at the address of record. Such notice, if mailed, shall be posted at least seven (7) calendar days prior to the time of the meeting date.

b) Passing of motions at a Board meeting shall be by simple majority.

c) Robers's Rules of Order shall be utilized in conducting Board meetings.

Section 3

The Board of Directors shall make an annual report to the General Membership.

Section 4

In the absence of a quorum at any meeting of the Board, the majority of the Board members in attendance may adjourn the meeting until the time fixed for the next regular meeting.

Section 5

Board members shll receive no compensation for their services.

Section 6

At an election held for Board members electees receiving the most votes shall each serve one (1) year terms.

a) A procedure of cumulative voting shall be used in the elections for the Board.

b) Absentee ballots may be cast in Board of Directors elections in accordance with the directions included in the notification of the General Membership meeting.

c) There shall be no limit on the number of terms served on the Board.

Section 7

The OFFICERS of the Board of Directors for the Center shall be a President/Support Group Coordinator; Vice-President/Membership Chairperson; Secretary/Treasurer; Helpline Coordinator; Newsletter Editor; and Speakers Bureau Coordinator.
When duties do not conflict, and Board member, other than the President, may hold more than one of these offices.

Article VIII
DUTIES OF THE BOARD OFFICERS

President/Support Group Coordinator--- Subject to the control of the Board of Directors, The President shall have general supervision, direction and control of the business and affairs of the Center. S/he shall preside at all meetings of the Directors, and shall have such other powers and duties as may be prescribed from time to time by the Board or the General Membership.
In addition, the President shall act as coordinator for the various Center support groups, keeping in regular contact with the facilitators of the groups in order to insure the constant flow of communication within the organization.

Vice-President/Membership Chairperson--- In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and in so doing, shall have all the powers of that office. The Vice-President shall have such other powers and perform such other duties as may be prescribed by the Board or the Membership. In addition, the Vice-President shall keep all membership records in an orderly fashion, welcoming new members, sending renewal notices, etc. and performing other functions of this office. S/he shall provide thhe Board with monthly/quarterly/and annual statistics with regrd to membership growth or decline.

Secretary/Treasurer--- The Secretry shall keep a full and complete record of the proceedings of the Board and General Membership, shall mail such noticesas may be necessary and proper, shall supervise the keeping of the minutes book(s) of the Center and shall discharge such other duties as pertain to the office.
Minutes off all open meetings of the above bodies shall be open for inspection by the public.

In her/his capacity as Center Treasurer, s/he shall receive and safely keep all funds of the Center and deposit them in financial institutions chartered by the Federal government or insured by same. Such funds shall be paid out only on the check of the Center signed by the President and Treasurer, or one (1) other Board member. The Treasurer shall submit a monthly report to the Board, and shall report to the General Membership meeting thee receipt and disbursement of Center funds.

Helpline Coordinator--- The Helpline Coordinator shall have overall coordination of the Cneter Information/ Helpline, providing direction, training, and communication with line vilunteers as is necessary to the efficient operation of the line. The Helpline Coordinatior shall have the power to set schedules, collect statistics, discipline vilunteers, and select same, along with any other help as may be necessaryu for Helpline operation.

Newsletter Editor--- The Newsletter Editor shall compile, edit, and publish a monthly newsletter which shalll be mailed to each Center member, and others as necessary. S/he shall have full editorial control of the newsletter subject to the approval of the Board. S/he shall keep the Center mailing list current at wll times. S/he shall solicit advertising for the newsletter, bill advertisers, and, in general, keepwhat records are necessary for the efficient operation of this communication tool of the Center.

Speakers Bureau Coordinator--- The Speakers Bureau Coordinator shall provide interested groups with speakers who can articulate areas of gay concerns and /orfield questions posed by host groups. All speaking enggements shall be cleared through the Speakers Bureau Coordinator, and said coordinator shall contact interested groups on a regular basis in an effort to educate non gays about the gay movement.

a) Speakers provided shall be familiar with the Center operation and support groups.

Article IX

The Board, at its discretion, may establish from time to time committees as seem necessary to carry on the business of the Center. These committees shall hbe charged with specific duties and responsibilities, and their assignments may be of a continuing nature of for a specific length of time. Those with a limited charge shalll cease to exist as soon as their charge is completed, unless otherwise stated in these By-Lawsl or by the appointing body.

Article X

SUPPOORT GROUPS

The Center may organize or have affiliated with it, any support groups whose purpose(s) fulfill the two basic programs of the Cneter, namely, public education and the health and human development of gay men and lesbians in the Pikes Peak region.
The Center Board of Directors shall establish general guidelines for the formation of support groups, and shalll distribute same to all existing group facilitators, and to those wishing to affiliate with the Center. Failure of a group to adhere to the Center guidelines shall be a cause for disssociation.

Article XI

AMENDMENTS TO THESE BY-LAWS

Amendments to these By-Laws shall be made by a two-thirds (2/3) vote of the General Membership present and voting at a regular or special meeting called for that purpose. The intent to vote on proposed By-Laws amendments at a General Membership meeting must be included in the notification of that meeting as an agenda item.

Article XII

DISSOLUTION & DISPOSITION OF ASSETS

Should this corporation cease to function and the General Membership vote to disband, any assets of this corporation shall be transferred to the National Gay Task Force or its successor after payment of all debts, subject to the Stat and Federal laws pertaining thereto.

Article XIII

AUTHORITY

Members, directors, and agents may act in the name of the Cneter only when authorized by the Board of Directors.

Article XIV

FISCAL YEAR

The fiscal year of this corporation shall commence Sept. 1 and end Aug. 31 of any given year(s).

a) The financial records of the Center shall be audited yearly the first week in September by an outside accountant or bookkeeper, and her/his report shall be presented to the members at its annual meeting.

SUGGESTED OMMITTEES OF PPGCC
Board Policy: All committees shaal be chaired by a board member.

Committee Membership: Committees shall be open to all Center members and friends.

Fundraising & Social Activities: This committee shall investigate and implement all fundraising ideas deemed workable by the Board. This committee shall also coordinate all Center social activities.

Library & Office Maintenance: This committee shall solicit and purchase, if necessary, titles for inclusion in the Center library in accord with the selection policy approved by the Board of Directors.
This committee shall also oversee the physical maintenance of the Center office, and work with the landlord to repair and improve the facilities as is deemed necessary.

Health Issues & Political Information: This committee shall keep the Center members and the gay population of the Pikes Peak region at large informed at to pertinent health, social and political issues as they affect the gay movement.
This committee shall undertake whatever activities deemed necessary to bring this information to the population at large in accord with Board approval orestablished policies.

Helpline Recruitment & Training: This committee shall be charired by the Helpline Coordinator and shall be charged with the responsibility of assisting the coordinator in recruiting and training volunteers for the Center Helpline.

All committees shall submit a budget fugure to the Board in June of each year for discussion and inclusion in the proposed Center budget presented to the general membership at the annual meeting in September.

Proposal....

That the President as Coordinator of Center Support Groups call together all present Support Group coordinators of facilitators for the purpose of setting guidelines for the operation of such groups as they pertain to the goals of the Center. These goals, as set forth in the Center By-Laws and Articles of Incorporation, re:

a) public education of gays and non-gays, and

b) health and human development of its members and members of the larger gay community.

Among the things to be considered in writing such a set of guidelines for both present and future Center Support Groups are the following:

1) how do the aims of the group interface with the goals of the Center?

2) what services can/would the group provide to members of the gay community?

The guidelines should also include a "code of conduct" for the facilitators or coordinators of the groups.